


Public Involvement (Formal Presentations)

Transportation Planning Branch		Approved: September 14, 2007 Version 1
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Purpose

The purpose for the procedure is to document guidelines for conducting formal presentations.

Background

Throughout the Comprehensive Transportation Plan (CTP) planning process, the Project Engineer (PE) will participate in various types of meetings in which they are required to make formal presentations. These meetings may require coordination with local policy boards, Metropolitan Planning Organizations (MPOs), and Rural Planning Organizations (RPOs). The various types of formal presentations can include, but are not limited to:

- Project Initiation Meetings with local policy boards
- Local Officials Meetings
- Planning Board Meetings
- MPO/RPO Meetings
- Public Hearings (requires [advertisement](#) by the local area)

Responsibility

- It is the responsibility of the PE to initiate contact with the local area and coordinate meeting dates.
- If a meeting requires public advertisement, the local area is responsible for the placement of the advertisement.
- It is the responsibility of the local area to pay for all advertisements related to the meeting. This advertisement should be in accordance with local policies relating to the advertisement of public meetings. Generally, advertisements include time, date, location and topic of meeting.

- The PE should ensure that the public has been advised of the meeting a minimum of two weeks prior to the scheduled meeting date.

Policy, Regulatory, and Legal Requirements

The local area's requirements for public meetings should be followed.

Scheduling and Time Constraints

Public advertisements should be placed at least of two weeks prior to the meeting date. At a minimum they should meet the local area's public meetings requirements.

Procedures

Procedure Input – PowerPoint presentations, handout, brochures, CTP mapping, information from informal meetings

Procedure Output – Shared knowledge and direction of CTP development, updated status of CTP development, public input, CTP endorsement, and CTP adoption

It is important that the engineer follow the procedures listed below:

Step	Action
1	Work with the CTP contact to be placed on the meeting agenda.
2	Notify (by email) the following entities of the meeting date, time, locale and purpose. <ul style="list-style-type: none"> • the local NCDOT Board of Transportation member • the NCDOT Division Engineer, and • the MPO and/or RPO
3	If the meeting requires advertisement, ensure that advertisement is made at least two weeks prior to the meeting date.
4	Prepare/collect all visual aides necessary to facilitate the meeting, including but not limited to: <ul style="list-style-type: none"> • Tripod(s) • Brochures • Copies of handouts • Audio-visual (AV) equipment (laptop, projector, power cords) • PowerPoint presentations, including backup copy (see sample PowerPoint presentation) • NCDOT contact sheet (see sample contact sheet) • CTP Mapping (study area, future traffic projections, current and future deficiencies, Strategic Highway Corridors (SHC), preliminary recommendations, proposed plan)
5	Conduct / attend the meeting as appropriate.

Warnings and Precautions

It is important to note that the study will not progress if meetings are not coordinated and held in a timely manner.

Resources and Tools

- Audio-visual (AV) equipment (laptop, projector, power cords)
- Tripod(s)
- Brochures
- Copies of handouts
- CTP Mapping (study area, future traffic projections, current and future deficiencies, Strategic Highway Corridors (SHC), preliminary recommendations, proposed plan)
- [Sample public hearing notice](#)
- [Sample PowerPoint presentation](#)
- Current CTP or thoroughfare plans
- [NCDOT contact sheet](#)
- [Strategic Highway Corridors web site](#)

Contacts

- For suggestions to change this procedure contact: Earlene Thomas (919) 733-4705 ext. 47
- For questions about performing this procedure contact: Earlene Thomas (919) 733-4705 ext. 47

Glossary

Annual Average Daily Traffic (AADT)

Comprehensive Transportation Plan (CTP)

Strategic Highway Corridors (SHC)

Transportation Improvement Program (TIP)

User Access

NCDOT Internal Use Only

Flowchart

None